

October 21, 2025

ROTSSEN B. LABISOIRES

Head Department of Meteorology
Visayas State University
Visca, Baybay City, Leyte

Dear Sir/Madam:

Good day!

I am writing to express my sincere interest in applying for the **Administrative Aide III (Utility Worker II)** position recently posted. Although the position requires only basic qualifications, I am confident that my sense of responsibility, integrity, and willingness to serve make me a suitable candidate for the role.

I am able to read and write effectively, can follow instructions accurately, and am accustomed to performing various tasks that ensure the cleanliness, orderliness, and efficiency of the workplace. I take pride in doing my work diligently and with respect for others, maintaining professionalism and honesty in all assigned duties. I also value teamwork, punctuality, and adherence to policies and procedures, traits that align with the University's core values and competencies, such as integrity, service excellence, and communication.

I am also adaptable to change and committed to learning new tasks as needed. My goal is to contribute to the University's smooth daily operations and uphold the standards of public service by delivering efficient, courteous, and dependable support to my colleagues and supervisors.

I would be honored to be given the opportunity to serve the University as part of your administrative team. I am hopeful for a chance to discuss my application further at your convenience.

Thank you very much for your time and consideration.

Sincerely,

NATASHA ROSE M. BELTRAN

Applicant